

[? Help](#)

Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)

Bulletin Number	45930BR
Type of Recruitment	Transfer Opportunity
Department	Internal Services
Position Title	COMPLIANCE AUDITOR
Filing Type	Open Continuous
General Information	The Executive Management Services Division in the ISD Administration and Finance Services is seeking a highly qualified Compliance Auditor in the Internal Affairs/Audit Section. This position handles highly confidential and sensitive records, assessments and investigations. And will be required to interact both verbally and in writing with internal and external employees, management and agencies.
Requirements	*** DO NOT APPLY ONLINE ***

All interested permanent employees wishing to be considered for a lateral transfer and holds the payroll title of **Compliance Auditor or who are eligible for administrative reassignment in accordance with Civil Service Rule 15** are invited to submit a letter of interest, a resume highlighting education and experience, two writing samples, last two performance evaluations, and time records for the last two years to:

Rhea Celles, Acting Section Manager
Internal Services Department - AFS
1100 N. Eastern Avenue, Room 227
Los Angeles, CA 90063
RCelles@isd.lacounty.gov | (323) 881-4616

All materials submitted will be evaluated. Only the most qualified employees, based on the information submitted, will be contacted for an interview. The interview will be used to determine the final selection. Resumes and related documentation will be accepted until the needs of the Service have been met, this opportunity is subject to closure without notice.

Desirable Qualifications

- Excellent verbal and written communication skills.
- Demonstrated experience conducting various types of interviews.
- Ability to effectively work with an array of staff from various departments/agencies.
- Proficient in analyzing internal controls and making effective/sound recommendations.
- Vast understanding of department and County processes.
- Highly knowledgeable of the County Fiscal Manual and County policies/procedures, and respective laws and regulations.
- Ability to Work independently with minimal direction; Self-motivated

- A sense of discretion and sensitivity to highly confidential information.
- Excellent customer service skills.

Duties

Conducts detailed audits of departmental financial records, operations, and accounting systems/applications.

Conducts investigations, including surveillance, interviewing subjects and witnesses, gathering and evaluating evidence, and writing investigation reports.

Conducts assessments and investigations of threat-related incidents and acts of violence.

Assists the Department's Audit Liaison with the coordination of external audits, which involves gathering documentation, scheduling meetings between department employees and external auditors, finalizing audit findings, and drafting the department's responses.

Conducts the Annual Internal Control Certification Program (ICCP) reviews.

Works on specialized assignments at the request of management.

Vacancy Information

The vacancy is within ISD's Executive Management Services Division Internal Affairs/Audit Section, located at 1100 N. Eastern Avenue, Room 227, Los Angeles, CA 90063. This position is on a 4/40, Friday off, work schedule.

Available Shift Day

Contact Name Rhea Celles

Contact Phone (323) 881-4616

Contact Email RCelles@isd.lacounty.gov

California

Relay Services Phone 800-735-2922

Job Field Administration

Job Type Administrative Support

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)